

The Florida Regional Center is seeking qualified candidates for the position of Regional Financial Training Specialist. The successful candidate will be employed, **on an intermittent, as needed basis**. Decisions on the assignment of projects associated with this position will be made by the employing office. Since this position will support training initiatives on an intermittent, as needed basis, the successful candidate will only be paid when they are actually required and working, in other words, when actually employed. The actual compensation will be based on an hourly rate calculated from the per annum salary.

#### Basic function of position:

Functions performed include serving as a lead trainer, co-trainer, developing/revising training materials (classroom, online, formal and informal), and performing a variety of program management activities for the RM/GFS Global Training Program. Travel is required on a frequent basis to deliver training on site at various embassies/consulates throughout the entire world. The incumbent designs, develops, implements, and maintains the training materials and delivers classroom training utilized by U.S. Embassies and missions around the world and by other government agencies. Utilizing knowledge and skills developed through overseas State Department financial management experience, the incumbent serves as the primary expert for course development and maintenance, the lead trainer, and the primary course evaluator for global training initiatives associated with ICASS, budgeting, travel policy and allowances, and software programs that include and are not limited to Global E Travel (GET), Web.ICASS and COAST Reporting, in the Office of Customer Support & Training.

#### Major Duties and Responsibilities

The job-holder is responsible for preparing and conducting training sessions of various subjects particularly in the areas of financial management for ICASS service providers and customers as described in the ICASS handbook. Training sessions are held on-site at the Global Financial Services (RM/GFS) offices in Charleston, SC; RM/GFS Bangkok, Thailand, the Financial Support and Training Office (FSTO) Paris, France and in various locations throughout the world.

The job-holder teaches and co-teaches sessions, segments, and entire training courses (usually between 32 to 40 hours of classroom instruction per week of training while training) using various effective training methods, e.g. individual work assignments, group discussions, role plays, participants teaching and various audio-visual equipment/presentations. Certain course materials may require preparation before and after classroom instruction given to students, including after-hours and before-hours preparation, review, and last-minute revisions.

As either a course owner or member of a course development team, and as assigned, incumbent will analyze training needs and requirements, and develop or assist in developing new courses (including online and distance learning courses) or assist in re-writing and maintaining existing course materials.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office (Telephone number 227-4342).

#### QUALIFICATIONS REQUIRED

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

**Education:**

Must have a Bachelors Degree in at least one of the following disciplines: Finance, Economics, Management, Administration, Social Science, Information Management, Psychology, Education or Liberal Arts.

**Prior Work Experience:**

The incumbent must have at least 10 years of experience in the financial field and at least 5 of the 10 years must have been as a financial specialist or senior budget analyst in a State Department embassy. (Note that this experience must have included completion of the full Foreign Service Institute Financial Management course.).

**Language Proficiency:**

Level IV (Speaking/Reading/Writing) (advanced professional proficiency) English is required.

**Knowledge:**

Must have expert knowledge of financial management aspects of Department of State FAMs and FAHs, Standardized Regulations, Appropriation Law, Comptroller General Decisions, Code of Federal Regulations, Federal Travel Regulations, State telegrams, budget directives, and regulations and guidelines issued by various supported department bureaus and agencies.

Must know the organizational structure of a typical diplomatic mission and of State Department financial management organizations.

**Skills and Abilities:**

Must be able to discuss complex issues and prepare comprehensive written analytical reports. Must have interpersonal skills to gain acceptance of training concepts and recommendations.

**SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION VIA E-MAIL TO:

[FRCHRAPPLICATIONS@state.gov](mailto:FRCHRAPPLICATIONS@state.gov)

Applications will only be accepted electronically via e-mail to the address above. No mail in applications will be accepted.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

*The Department of State provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*